

**Opening Date:** January 29, 2019  
**Closing Date:**  
**Work Location:** Austin  
**Posting Number:** 19-26  
**Monthly Salary:** \$3,520.34 - \$4,150.00\*  
**Group/Class:** B19/1572  
**Travel %:** 25  
**Division/Department:** WSC-Conservation & Innovative Water Technologies  
**Number of Positions:** 1  
*\*Salary commensurate with experience and qualifications*

# **JOB VACANCY NOTICE**

## **Water Conservation Specialist (Program Specialist III)**

*Texas Water Development Board, Stephen F. Austin Building  
1700 North Congress Ave., Room 670, Austin, Texas 78701  
Please contact Human Resources for accommodation requests.  
Phone: (512) 475-2142  
Email: [HR@twdb.texas.gov](mailto:HR@twdb.texas.gov)  
Apply at: Work in Texas [www.workintexas.com](http://www.workintexas.com)*

### **Veteran's Preference**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS Operations Specialist, 641X LDO Administration, 205 Operations Specialist or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at  
[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf).

### **Job Description Summary**

Performs complex journey-level consultative services and technical assistance work. Working in conjunction with TWDB staff, provides water loss documentation for Board meetings, loan application review process and other necessary projects relating to water loss programs and audits. Works with TWDB staff to revise and maintain the online water loss database for use in updating utility water loss audits. Responsible for analyzing the annual water loss audits for recipients of TWDB financial assistance and utilities with more than 3,300 connections. Maintains process documents for preparing the water loss audit review, including for the TWDB loan application process and reviews the document annually to make updates. Maintains the leak detection equipment program including the tracking of the leak detectors loaned to water utilities. Responsible for running reports using Microsoft Access and Excel, and Adobe Pro. Works under general supervision, with moderate latitude for the use of initiative and independent judgement. Reports to the Manager of the Municipal Water Conservation Department.

### **Essential Job Functions**

- Performs moderately complex to complex technical work relating to TWDB programs of water conservation and innovative water technologies.
- Provides technical assistance as part of the TWDB's Municipal Water Conservation – Water Loss Program.
- Provides TWDB staff with appropriate water loss documentation for loan applications.
- Assists with the implementation of the agency's water loss program, including projects relating to 5-year reporting requirements, annual water loss audits, and water loss thresholds.
- Provides customer service and assistance to water providers concerning ongoing water conservation programs including water loss, leak detection and water system efficiency measures.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

HR-002 (Non-Supervisory)  
Revised 5/25/2018



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

*TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.*

- Conducts annual training and workshops on water loss audits.
- Develops educational materials, makes presentations, and works with water providers on recommended water loss accountability technologies.
- Responsible for gaining professional knowledge of current and cutting-edge water loss technologies.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard copy versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

**Minimum Qualifications**

- Graduation from an accredited college or university with a bachelor's degree in Engineering Science, Water Resources, Natural Science, Planning, or a related field.
- Five years of work experience with water utility related programs or stakeholder outreach activities.
- Experience with Adobe Acrobat and Microsoft Office programs and software, including Access, Excel, and PowerPoint.
- Relevant education and experience can be substituted on a year-for-year basis.

**Preferred Qualifications**

- Experience in data analysis and report writing.
- Experience in public speaking and stakeholder/customer interaction.
- Familiarity with water utility operations and processes.

**Knowledge, Skills, and Abilities (KSAs)**

- Knowledge of local, state, and federal laws and regulations relevant to the Municipal Water Conservation Department, and of the principles and practices of public administration.
- Knowledge of mathematics and statistics.
- Knowledge of the practical application of geosciences and technology.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in the use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in the use of computers and related software.
- Ability to assess water efficiency opportunities and programs within water utility operations.
- Ability to adhere to work schedules, follow procedures with respect to leave, and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to devise solutions to problems.
- Ability to prepare reports and plan projects.
- Ability to communicate clearly and concisely, verbally and in writing.
- Ability to interpret policies, procedures, and regulations.
- Ability to manage multiple tasks and schedule work to maintain regular progress on assignments and meet deadlines.

## Job Vacancy Notice (cont.)

Posting number\_\_19-26\_\_\_\_\_

- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to train others.
- Ability to perform effectively and willing when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability and willingness to travel 25 percent of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.

### **Preferred Knowledge and Skills**

- Knowledge of GIS concepts, techniques, and analysis.
- Knowledge of relational database concepts, techniques, and analysis.
- Knowledge of budget processes, research techniques, and program management processes and techniques.
- Skills in identifying measures or indicators of program performance.
- Skills in scientific data management.

### **Remarks**

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.